



SCOTTISH EXECUTIVE

Health Department
Workforce Directorate

Dear Colleague

TRANSFER OF HEALTHCARE CHAPLAINS TO NHS EMPLOYMENT

Summary

1. It has been agreed between NHSScotland employers and the Church of Scotland ("the Church") that those healthcare Chaplains ("the Chaplains") currently employed by the Church, but who minister exclusively to NHS establishments, should transfer to NHSScotland employment.
2. The transfer will take place under the terms of the Transfer of Undertakings (Protection of Employment) Regulations 1981 ("TUPE").
3. The last day that the Chaplains will be employed by the Church will be the 31 December 2006. They will enter NHS employment from 1 January 2007. Health Boards should arrange thereafter to move the Chaplains to Agenda for Change terms and conditions and assimilate them onto the appropriate pay point on the Agenda for Change pay bands, in line with their overall implementation plan.
4. On entering NHS employment, Chaplains should remain on the level of pay immediately prior to the transfer (Health Boards will be advised of the rate for the individuals concerned) up until assimilation to the Agenda for Change pay bands. Backpay should be assessed by reference to 1 January 2007.
5. The Health Boards should advise the individual Chaplains that the transfer has been completed and forward them a copy of the terms and conditions of their employment. When the individual assimilates to the Agenda for Change pay bands, the Health Board should advise them of their new pay point on the pay bands, in line with the normal assimilation process.

21 December 2006

Addresses

For action

Chairs, NHS Boards and Special Health Boards
Chief Executives, NHS Boards and Special Health Boards
Directors of Human Resources, NHS Boards and Special Health Boards.

For information

Members, Scottish Terms and Conditions Committee
Members, Scottish Partnership Forum
Members, Scottish Workforce and Governance Group
Members, Scottish Pay Reference and Implementation Group

Enquiries to:

John Provan
Workforce Directorate: Pay and Pensions
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 4192

E mail

John.provan@scotland.gsi.gov.uk



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6. Under the current arrangements, the Church is responsible for the Chaplains pay, including allowances, expenses and overtime payments. They are then reimbursed by the Health Board in which the Chaplain ministers. Health Boards should ensure that current reimbursement arrangements cease with effect from 1 January 2007.

7. On transferring to NHS employment, the Health Boards concerned should ensure that the Chaplains are entered into the NHS pension scheme, as per the normal process for new entrants.

Action

8. The secretary of the Management Steering Group (MSG) has written separately to the Health Boards affected by this transfer with details of the individual Chaplains involved. Health Boards should ensure that the transfer takes place as per the instructions contained within that letter, and this HDL.

9. Employers are asked to make their own arrangements for obtaining additional copies of this letter, which can be viewed on www.show.scot.nhs.uk/sehd/publications.asp.

Yours sincerely



ALEX KILLICK

Associate Director for Workforce
Employment and Retention